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ABSTRACT

This bibliography is an attempt to provide an introduction to the literature of law, and a guide for the librarian in the non-legal collection. It is selective, with emphasis on acquisition tools, bibliographies, organization manuals, and legal reference books, including guides to research, dictionaries, directories, and manuals for legal secretaries. Listed are some of the chief source books relating to constitutional law, legislation, court reports, digests, practice, encyclopedias, citators, form books, restatements, administrative law, and looseleaf services. Materials relating to the legislative process are treated more extensively. Some hornbooks, casebooks, and secretarial reference sources have been included for the small or specialized collection lacking the larger sets. To illustrate the organization of legal and specialized services, a section on taxation is treated more fully. A final section contains a potpourri of books that may be of interest to the layman, family man, and consumer. It is not intended to cover international or foreign law, comparative law, or law as practiced in the individual states. Also omitted is legal history. Highly recommended books are starred. (Author)

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Annual convention, New York, 1977

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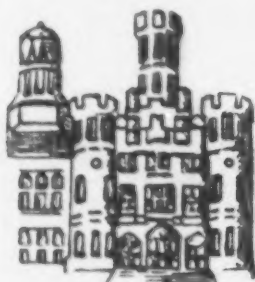
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(ABSTRACT)

This bibliography is an attempt to provide an introduction to the literature of law, and a guide for the librarian in the non-legal collection. It is selective, with emphasis on acquisition tools, bibliographies and organization manuals and legal reference books, including guides to research, dictionaries, legal secretaries, etc. Listed are some of the chief source books relating to constitutional law, legislation, court reports, digests, practice, encyclopedias, citators, form books, restatements, administrative law and looseleaf services. Materials relating to the legislative process are treated more extensively. Some hornbooks, casebooks, and legal secretaries have been included for the small or specialized collection lacking the larger sets. To illustrate the organization of legal and specialized services a section on taxation is treated more fully. A final section contains a potpourri of books that may be of interest to the layman, family man and consumer. This bibliography is limited to the law of the United States. It is not intended to cover international or foreign law, comparative law, or law as practiced in the individual states. Also omitted is legal history. Highly recommended books are starred.

I (SELECTIVE, EVALUATIVE GUIDES TO CURRENT LEGAL LITERATURE)

- * 1 Sloane, Richard. Recommended law books. Chicago, American Bar Association, Committee on Business Law Libraries, 1969. 307p. This highly useful bibliography contains selections that have been recommended by practicing lawyers in 45 legal fields. It contains annotations, comments from book reviews and notations as to the size of the law library that a given book is recommended for. This bibliography is intended more for the library of a practicing law firm, and is most useful for its listings under 47 legal subjects.

SELECTIVE, EVALUATIVE GUIDES TO CURRENT LEGAL LITERATURE Cont'd.

- * 1a Andrews, Joseph L., et al, The law in the United States of America, a selected bibliographic guide. N.Y., N.Y.U. Press, 1964. \$6.50.
A highly selected bibliography for the non-specialist, arranged into categories of primary and secondary materials. Broad subject headings.
- 2 Association of American Law Schools, Law books recommended for libraries. South Hackensack, Fred Rothman, 1967-. \$380.00. A set of 46 subject lists in 10 looseleaf binders. Some 40,000 law titles are recommended for libraries of various sizes, with brief annotations prepared under direction of Miles Price and Harry Bitner. Later supplements.
- * 3 Echols, Ottoline D., Legal books, including military law. (PACAF basic bibliography). San Francisco, Clark Air Force Base, 1961. 70p.
Good annotations for titles selected for the general reader, though now somewhat dated.
- * 4 Law Library Journal. Chicago, American Association of Law Libraries.
Quarterly. Each issue contains authoritative reviews of books related to law. Occasionally bibliographic articles are also included.
- * 5 Marke, Julius J., Dean's list of recommended reading. N.Y., Oceana, 1958. 178p. Nearly 700 titles are presented, that have been recommended by Deans and faculties of various American law schools. Classified by subject, with annotations.
- * 6 Mersky, Roy M., Law books for non-law libraries and laymen, a bibliography. Dobbs Ferry, Oceana, 1969. 107p. Contains various chapters on law books for public library reference, for pre-law students, for professional non-law reading by lawyers, books to help writing style, law books designed for public libraries, and those in public libraries. A short index is especially useful. Some annotations but few evaluations given.
- 7 Williams, Sam P., Law books in review. Dobbs Ferry, Oceana-Glanville. Quarterly. \$20.00.

II SOME EXTENSIVE BIBLIOGRAPHIES OF LAW (EXCLUDING LEGAL HISTORY)

- * 8 Accession lists. Some law school libraries (Columbia, Harvard, etc.) from time to time issue accession lists. On a continuing basis that of Yale is especially useful. Some lists will be free.
- 9 Besterman, Theodore. Law. (Besterman world bibliographies series.) Rowman, 1971. \$20.00.
- 10 Bibliographic guide to law. Boston, G.K. Hall, annual. 1976 in two vols, \$75.00. A current and comprehensive list of books cataloged by L.C. during the year. A great variety of reference material, serials and non-books also are included. International in scope, with complete L.C.

cataloging information, including tracings. Arranged by main entry, with added entry, title, series and subject approaches. In 1974 a G.K.Hall publication appeared with title, Law book guide, edited by Philip Berelson and Gerald Swanson.

Beginning in 1963 Law book guide, computer bibliography series appeared with 10 issues/year for \$95.00 annually. Published by Law Book Guide of New York it, too, was compiled from MARC and contained English and French titles.

- * 11 Books in print. The subject volumes provide multiple approaches to many legal topics. BIP is very incomplete for legal materials as many legal publishers either do not prepare catalogs, or do not send in lists. This is especially true for extensive series of court reports, statutes, encyclopedias, etc. Entries under the headings of "Law--Periodicals" and "Law Reports" are particularly misleading and incomplete. However, coverage of books for the non-specialist or layman is excellent, as many publishers of general works are entering the legal field. A sampling of subject headings include:

Accident Law	International &	Master & Servant
Administrative Law	Municipal Law	Medical Laws &
Advertising Law	Internal Revenue Law	Legislation
Banking Law	Judges	Mental Health
Business Law	Judgments	Law
Children - Law	Judicial Review	Negotiable
Civil Rights	Jurisdiction	Instruments
Commercial Law	Jury	Parent & Child
Constitutional Law	Justice, Administration	(Law)
-sa U.S. Constitutional	of	Partnership
Law	Law	Patent Law
Constitutional Law- Cases	- Bibliography	Political Rights
Contracts	- Dictionaries	Probate Law
Contracts - Forms	- Interpretation	Procedure (Law)
Corporation Law	- Methodology	Public Contracts
Courts	- Popular Works	Quasi Contracts
Criminal Law	- Study and Teaching	Representative
Criminal Procedure	- United States	Government
Discrimination in education-	- United States-	Traffic Courts
- Law and Legislation	Popular Works	United States-
Domestic Relations	- Vocational educ.	Constitutional
Due Process of Law	(Law & legislation under	Law - Cases
Educational Law & Legislation	specific subjects)	
Election Law	Law Examinations	
Equality before the Law	Law Libraries	
Family	Lawyers	
Federal Government	Leases	
Forms (Law)	Legal Literature	
Habeas Corpus	Legislation	
Husband and Wife	Legislative Bodies	
Information storage & retrieval	Legislative Power	
systems - Law	Liability (Law)	
Insurance Law	Marriage Law	

- 12 Columbia University, Law Library. Dictionary catalog of the Columbia University Law Library. Boston, G.K. Hall, 1968. 26 vols. \$2455.00. Listed are 465,000 vols on 705,000 cards for both U.S. and foreign law.
- 13 Current publications of legal and related fields. South Hackensack, Fred Rothman. 9 issues/yr with annual cumulation. \$60.00. Published for the American Association of Law Libraries, this covers new titles, and includes a "Checklist of current state, federal and Canadian publications."
- 14 Doubles, M. Ray and Frances Farmer. Manual of legal bibliography. Michie, 1947. \$8.00.
- 15 Friend, William L. Anglo-American legal bibliographies: an annotated guide. South Hackensack, Fred Rothman (1966 reprint of 1944¹ edition.)
- 16 Harvard University, Law School Library. Current legal bibliography. Cambridge, Mass. 1960--. Monthly, with annual cumulation since 1961. Selected books and articles acquired by Harvard. Divided into Canon Law, Civil Law, Private and Public International Law, etc. No annotations.
- 17 Jacobstein, J. Myron and Pimsleur, Meira G. Law books in print. Dobbs Ferry, Oceana, 1976, and earlier editions generally at 5 year intervals. The 1965 edition, \$25.00; 1969 edition of 3 vols (issued in 1971), \$125.00; 1976 edition in 4 vols, \$300.00. This set covers English language books in print, with the 1976 set including materials through 1974. It omits government documents, statutes, law reports, digests, citators, looseleaf services, and annual institutes. Arrangement by author, title, subject, and publisher. Contains much that is not in Books-In-Print, but is not intended to provide complete coverage of law. Reviewed in 70 LLJ 117-120.
- 18 Klein, Fannie J. The administration of justice in the courts, a selective annotated bibliography. (Forthcoming). 2 vols.
- 19 Legal bibliographic data service. Reading, Maine, Dynamics Corp. Weekly subject list.
- 20 Marke, Julius J. (ed.) Catalogue of the law collection at New York University with selected annotations. Dobbs Ferry, Oceana, 1953. A one volume catalog still useful for annotations, landmark treatises, historical law, etc. It lists 120,000 titles into 11 sections, including general law, history, public and private law, political theory, etc. Has subject and author list.
- 21 Pimsleur, Meira G. (compiler). Checklists of basic American legal publications. South Hackensack, Fred Rothman, 1962-1975. Issued in 5 sections with supplement in 2 looseleaf vols. \$105.00. Includes references to statutes, session laws, restatements, etc.

- 22 Pimsleur, Meira G. Law books published. Dobbs Ferry, Oceana-Glanville. Quarterly from 1970, with 4 issues/yr and annual bound cumulative volume, \$67.50. This serves as a supplement to Law Books in Print (no. 17 above). It likewise omits statutes, law reports, digests, citators, looseleaf services, government documents and periodicals.
- 23 Schwartz, Mortimer D. and Dan F. Henke. Combined catalog, Anglo-American law collections, University of California Law Library, Berkeley and Davis with Library of Congress Class K added. South Hackensack, Fred Rothman, 1970. \$750.00.
- * 24 U.S. Government Printing Office. Monthly catalog of United States government publications. Washington, G.P.O., 1895-. A number of legislative histories, compendiums, and collected statutes will be listed as they are published. The Office of the Clerk of the House of Representatives is a frequent publisher of such volumes.
- 25 U.S. Law Enforcement Assistance Administration issues various short bibliographies on specific topics relating to law, law enforcement, the courts and the administration of justice. These are generally available free. LEAA also publishes on an annual basis the catalog of its library, in author, title, and subject volumes.
- 26 U.S. Library of Congress. Library of Congress catalog of printed cards, law. Chicago, Bibliography Press. A 5 vol. cumulation to 1975 is priced at \$400.00; quarterly supplements for 1976 at \$100.00. Full Library of Congress information is arranged by LC class number. Indexed by author, title, series, subject heading, and Dewey number. Also available in microfiche.
- 27 Universal Reference System. Law, jurisprudence, and judicial process. Princeton, Princeton Research Publishing Co., 1969-. This is volume 7 of the system, which is a massive computer index to a variety of books, pamphlets and articles. Many will find it difficult to use; its inclusiveness varies.

III (LEGAL PERIODICALS: GUIDES AND INDEXES)

- * 28 Index to legal periodicals. N.Y., H.W. Wilson Co., 1908-. Monthly, with annual and triennial cumulations. A most useful index covering 300 American, English and Commonwealth journals. Approach is by author and subject, with current book review and case indexes. Full citations to court decisions discussed in law reviews are also to be found under subject.
- 29 Jacobstein, J. Myron and Roy Mersky. Index to periodical articles relating to law. Dobbs Ferry, Oceana, 1959-. Quarterly, with annual and longer cumulations. Annual subscription \$25.00. Ten year cumulation (vols 1-10, 1959-1968) available for \$32.50. Subject arranged index to articles relating to law appearing in non-legal jls.

- 30 Index to foreign legal periodicals. London, Institute of Advanced Legal Studies, in cooperation with the American Assn. of Law Libraries. Quarterly, with annual and 3 year cumulations. Covers a wide range of foreign legal periodicals, except those of the common law countries of the United States, Britain, and the Commonwealth. To be listed articles must be of at least 4 pages in length. Subject, author and geographical indexes.
- 31 Wypyski, Eugene. Legal periodicals in English, a guide to issues and pagination. Dobbs Ferry, Oceana-Glanville, 1976-. \$60/vol. Volume 1 of 6 projected looseleaf vols has appeared. This is a checklist and directory for ordering and processing legal periodicals, and serves as a successor to Lew Morse's Checklist of Anglo-American Periodicals, 1962-1974. (The latter title is available for \$150.00).
- 32 Shepard's Law Review Citations. Colorado Springs, Shepard's Citations. Annotations are arranged under numbered citations to American law journals. The annotations list further articles or cases that cite the original law review article (and thus establish its authoritative-ness, or otherwise).
- 33 Law periodicals digest. Commerce Clearing House. Monthly selections from law review articles.
- 34 Law review digest. Boonton, N.J., Kimball-Clark Publishing Co., 1951-. Bi-monthly, \$24.00.

IV (GUIDES TO LEGAL RESEARCH)

- * 35 Becker, Olga. Master research guide. Indianapolis, Bobbs-Merrill, 1951. This presents an alphabetically arranged list of subjects which are covered in the major law encyclopedias, digests, looseleaf services, statutes, etc. Under each subject will be found references to legal books, sections and pages. Although now somewhat out-of-date it is still occasionally useful.
 - 36 California State Library. Law-reference workshops, proceedings of three workshops. Edited by Genya L. Lyon. Sacramento, 1967. v.p. The proceedings contain comments, questions and answers, and bibliographies that are somewhat redundant among the three meetings.
 - * 37 Childs, Frank H. and Richard Samsel. Where and how to find the law. Chicago, LaSalle Extension University, var. editions. c.120p.
 - * 38 Cohen, Morris L. How to find the law. 7th ed. St. Paul, West Publishing Co., 1976. \$11.95.
- Cohen, Morris. Legal bibliography briefed. Philadelphia, Drexel Institute of Technology, Graduate School of Library Science, 1965. 135p. Also issued as Drexel Library Quarterly, vol. 1, no. 2 (Apr.1965).

- * 39 Cohen, Morris L. Legal research in a nutshell. 2d ed. St. Paul, West Publishing Co., 1971. A good introductory guide for the layman and beginning law student, on the use of court reports, statutes, legislative histories, administrative law, looseleaf services, etc.
- 40 The living law, guide to modern legal research. Rochester, Lawyers Co-Operative Publishing Co., n.d. This pamphlet serves as a guide to the various services of the publisher, all of them important. Included are outlines to American Jurisprudence, American Law Reports, U.S. Supreme Court Reports, Lawyers Edition, and American Jurisprudence Pleading and Practice Forms, Annotated.
- * 41 Pollack, Ervin H. Fundamentals of legal research. Minneola, The Foundation Press, 1973. 604p. This gives a description on the method of legal research, and the use of legal encyclopedias, periodicals, indexes, treatises, court reports, digests, citators and other reference sources. Excellent tables of abbreviations.
- * 42 Price, Miles O. and Harry Bitner. Effective legal research: a practical manual of law books and their use. New York, Prentice-Hall, 1953 (and N.Y., Augustus M. Kelley, 1969. Also, Boston, Little, Brown, 1969). 633p. Perhaps the most useful and best known of the guidebooks to law, this provides extensive and in-depth coverage to all forms of legal reference books. It also has a full list of legal abbreviations, and an appendix contains examples of a memorandum of law and a standard form of appellate brief.
- 43 Re, Edward D. Brief writing and oral argument. 4th rev. ed. Trans-Media, 1974. 504p. \$15.00.
- 44 Roalfe, William R., ed. How to find the law; with special chapters on legal writing. 6th ed. St. Paul, West Publishing Co., 1965. 313p. (See also no. 38 above).
- 45 Rombauer, Marjorie D. Legal analysis and research. Seattle, Book Publishing Co., 1970.
- 46 Searles, John S. Advocacy in the moot court program; an analysis of the fundamentals of legal research, brief writing and oral advocacy for the beginning appellate advocate. 3rd ed. Cincinnati, W.H. Anderson, 1971.
- 47 Simpson, Anthony. Basic legal research in the John Jay College of Criminal Justice Library. N.Y., John Jay College, City University of New York, 1974. 38p. \$1.50. A number of libraries may have prepared guides to the use of their legal materials; this undoubtedly is a very good example of the better produced ones.
- * 48 Surrency, Erwin C, Benjamin Feld and Joseph Crea. A guide to legal research. Dobbs Ferry, Oceana, 1959 with 1966 supplement. 124p. \$7.00. Useful introduction to legal reference, with a more basic and simplified approach to statutes, administrative law and court decisions.

V

(GENERAL BIBLIOGRAPHIES)

- * 49 Grant, Mary McNierney and Norma Cote. Directory of business and financial services. 7th ed. N.Y., Special Libraries Association, 1976. 224p. More than 1,000 business and financial services for the United States and Canada are described, including looseleaf services and those relating to tax law.
- * 50 Holler, Frederick L. The information sources of political science. Santa Barbara, ABC-CLIO, 1975. 5 vols. \$28.25. Many guides to political science literature have appeared, but this seems to be the best currently available, by reason of its inclusiveness and clarity. Volume 3 covers government, public and international law.
- * 51 U.S. Government Printing Office. Subject bibliographies series. Washington, D.C., Gov't Print. Off., various issues, various dates. G.P.O. has issued hundreds of these bibliographies, which often contain only a short title and order information. Each bibliography is on a single topic, such as civil rights, the U.S. Code, etc. Single copies free; subscription price for entire series is \$100.00. The separate parts are frequently updated.

VI

(LAW LIBRARIES & COLLECTION ORGANIZATION)

- 52 Altman, Devra L. A manual for small and medium-sized law libraries. Chicago, American Bar Foundation, 1976. \$2.50.
- 53 American Association of Law Libraries. Directory of law libraries. Chicago, Commerce Clearing House (for the Association), var. dates. This often reissued list of law libraries is arranged by state and city, with staff, volume count and address included. There is a further list of library personnel.
- 54 Bird, Viola, et.al. Order procedures. South Hackensack, Fred Rothman, 1960. \$5.50.
- 55 California State Library. Law reference workshops. (See no.36 above).
- 56 Cunningham, William E. The para-legal and the lawyer's library. Colorado Springs, Shepard's Citations, 1973. 64p. A very simplified introduction to the major legal reference tools, followed by a glossary of legal terms.
- 57 Finley, Elizabeth. Manual of procedures for private law libraries. South Hackensack, Fred Rothman, 1966. 176p.
- 58 Institute for Law Librarians. Cutting costs in acquisitions and cataloging. South Hackensack, Fred Rothman, 1960. \$5.50. This was based on an institute held in June 1959, and was issued as no. 1 of the publications series of the American Association of Law Libraries.

- 59 Institute for Law Librarians, Sixth biennial institute, 1963. Law library, a living trust. South Hackensack, Fred Rothman, 1964. \$5.50. (Issued as no. 7 of the publications series of the American Association of Law Libraries.)
- 60 Jain, H.C. Law library administration and reference. International Publications Service, 1974.
- 61 Moyes, Elizabeth, ed. Manual of law librarianship: the use and organization of legal literature. Boulder, Westview, 1976.
- 62 Reams, Bernard D., Jr. (ed.) Reader in law librarianship. Englewood, Colorado, Information Handling Services, 1975. \$19.00.

VII (LAW DICTIONARIES, ENGLISH LANGUAGE)

- 63 Ballentine, James A. Ballentine's law dictionary with pronunciation. 3rd. edition. Rochester, Lawyer's Co-Operative, 1969. \$15.00. Very short definitions, with citations to sources. Many Latin phrases are included, and the book is very good as a guide to pronunciation.
- 64 Bander, E. J. Law dictionary of practical definitions. Dobbs Ferry, Oceana, 1966. 113p. \$4.95. A short dictionary with very brief definitions, and lacking in citations.
- * 65 Black, Henry Campbell. Black's law dictionary. St. Paul, West Publishing Co., 1968. \$16.00. This may be the most accepted of legal dictionaries and contains the leading terms, phrases and maxims of American and English jurisprudence. Frequent citations are given to major authorities and cases, often with quotations. Full annotations give the volume a special significance, and at the end of the book there is included a table of legal abbreviations. (In actually court practice the current unabridged Webster's is probably the most often referred to).
- * 66 Bouvier, John. Bouvier's law dictionary and concise encyclopedia. St. Paul, West Publishing Co., 1914. 3 vols. This set presents a very full treatment of legal topics and terms, often with citations. Now somewhat dated.
- 67 Dictionary of criminal justice data terminology. Washington, U.S. Law Enforcement Assistance Administration, 1977. 119p. Free.
- 68 Dictionary of law. Philadelphia, Running-Press, 1976. \$2.95.
- 69 Dictionary of legal words and phrases. Binghamton, Gould, 1976. \$10.00.
- 70 Gatti, Richard and D. Gatti. Encyclopedic dictionary of school law. West Nyack, Parker Publishing Co., 1975. Long essays of definition are arranged in alphabetical order. Indexed. 304p.

- 71 Gifis, Steven H. Law dictionary. Woodbury, N.Y., Barron's Educational Series Inc. \$2.95. Designed for the law student with citations to text and cases.
- 72 Heimanson, Rudolph. Dictionary of political science and law. Dobbs Ferry, Oceana, 1967. \$8.75. Good for finding legal authorities on the more contemporary social issues.
- * 73 Legal secretary's encyclopedic dictionary. Englewood Cliffs, Prentice-Hall, Inc., 1962. 467p. \$8.95. Thorough, short discussions are given on legal topics, arranged alphabetically. Some forms are included, but cases are not.
- * 74 Radin, Max. Law dictionary. N.Y., Oceana, 1970. 408p. \$15.00. This includes several parts in one volume, one section being a manual on how to cite legal authorities, materials, statutes, cases, etc. The manual part has its own index, which is followed by the dictionary. Many legal maxims are included.
- 75 Roshton, M. Legal secretary's concise dictionary. Baton Rouge, Claitors, 1974. \$9.95.
- 76 Reilly, T. Legal secretary's word finder and desk book. Englewood Cliffs, Prentice-Hall, 1974. \$9.95.
- 77 Scourgeess, H. and Hewitt, A. A dictionary of legal terms and citations. New York, Gordon Press. \$44.95.
- 78 Seide, Katherine. A dictionary of arbitration and its terms, labor, commercial, international. Dobbs Ferry, Oceana, 1970. \$17.50. For the field of arbitration this dictionary explains related terms, statutes and cases. Citations are included for each term. Several bibliographies are appended.
- * 79 Shumaker, Walter A., et al. The encyclopedic law dictionary defining terms and phrases of American jurisprudence, of ancient and modern common law, international law, civil law, the French and Spanish law and other juridical systems. Chicago, Callaghan, 1940. Extensive, with illustrative examples and citations. Includes many maxims.
- 80 Warren, Maude E. Legal dictionary. Los Angeles, Pierce College, 1973. Short, easy to follow, but lacking citations.
- 81 Words and phrases. St. Paul, West Publishing Co., 1940-. Definitions are based on usage by the courts, both state and federal. Now with more than 70 volumes, it is kept current by annual cumulative pocket parts. (The most up-to-date definitions are to be found in the Word and Phrases sections of the various volumes and advance sheets of West's National Reporter System). Usually numerous definitions are given for the hundreds-of-thousands of legal and non-legal terms, each with citations to court decisions.

VIII

(LEGAL QUOTATIONS)

- 82 Cook, Paul C. Treasury of legal quotations. N.Y., Vantage, 1960.
- * 83 Gerhart, Eugene. Quote it! Memorable legal quotations. N.Y., Clark Boardman (and Albany, Sage Hill Publ.), 1969. 766p.
- 84 Jackson, Percival. The wisdom of the Supreme Court. Westport, Greenwood Press. 524p. Alphabetically arranged essays on legal topics as defined by Supreme Court decisions and in the private writings of individual Supreme Court Justices.
- 85 McNamara, M. Frances. Ragbag of legal quotations. Albany, Matthew Bender, 1960. 334p. Quotations arranged by subject, with detailed index.
- 86 Norton-Kyshe, James William. The dictionary of legal quotations. N.Y., Gale, 1968 (reprint of 1904 edition.) \$8.50.

IX

(LEGAL SECRETARIES)

- 87 Brady, Patricia. Legal secretary's handbook: California. Los Angeles, Parker, 1966. \$21.00.
- 88 Cornell, Marian and Kenneth Heafield. Principles and practices for the legal secretary. Mundelein, Ill., Callaghan, 1965.
- 89 Heller, Marjorie K. Guide and compendium for a lawyer's secretary. N.Y., Clark Boardman, 1967. Looseleaf. \$7.50. Includes forms, but emphasis is on New York practice.
- 90 Krogfoss, Robert B. Manual for the legal secretarial profession. St. Paul, West, 1965. Prepared by the National Association of Legal Secretaries.
- * 91 Legal secretary's encyclopedic dictionary. Englewood Cliffs, Prentice-Hall, 1962. 467p. \$8.95. (Also listed as no. 73). Alphabetically arranged introduction to legal topics. Forms are occasionally given. In 1953 Prentice-Hall also published a very good Legal secretary's complete handbook, by Bessie May Miller. It included material on preparing legal instruments, but is now long out-of-date, and in part replaced by this "encyclopedic dictionary."
- 92 Leslie, Louis A., and Kenneth Coffin. Handbook for the legal secretary. N.Y., McGraw Hill, 1958.
- * 93 Reilly T. Legal secretary's word finder and desk book. Englewood Cliffs, Prentice-Hall, 1974. \$9.95.
- * 94 Sletwold, Evangeline. Sletwold's manual concerning legal documents and forms. Englewood Cliffs, Prentice-Hall, 1964. (Also later editions).

X

(DIRECTORIES)

- * 95 Martindale-Hubbell law directory. Summit, N.J., Martindale-Hubbell, Inc., 1868-. (Annual) Although several directories are available, this is by far the most complete listing of lawyers, arranged by state, and in five volumes, for both the United States and Canada. There is a partial list of foreign lawyers and of patent lawyers. A biographical section covers a more limited number of lawyers in major law firms. Of special interest is vol. 5 which contains "law digests," or summaries of rules, codes, and legal practice. The digests cover each state, the provinces of Canada, and many foreign nations, and are subdivided into a great range of legal subjects, with citations to code provisions and other references. Although the information is considerable, it is highly condensed and cannot be considered as complete, but it is the one source that attempts to provide a summary of local practice for all areas within a single volume. The set also contains patent, tax and trademark information, and a useful compilation of uniform acts. A non-law library may wish to purchase this set at intervals of several years.
- * 96 U.S. Office of the Federal Register. U.S. government organization manual. Washington, D.C., Gov't Print. Off., 1935-. Published annually, a guide to federal departments; it also lists the principal officers of each, and gives citations to the statutory authority of the departments.
- 100 Taylor's encyclopedia of government officials. Dallas, Political Research, Inc., annual subscription service with looseleaf supplements. The service provides a directory to leading state and federal officials. With the service is a "World of politics monthly" that lists legislation approved by the President, a summary of major acts, etc. There is also a limited inquiry service that will answer questions on an individual basis.

XI

(CONSTITUTIONAL LAW: SOURCES)

- * 101 U.S. Library of Congress, Legislative Reference Service. Constitution of the United States of America, analysis and interpretation: annotations of cases decided by the Supreme Court of the United States. Washington, Gov't Print. Off., 1913-. An authoritative edition of the Constitution, published at irregular intervals of up to a decade; occasionally supplemented. Extensive annotations, notes and commentary are included, with frequent reference to court cases. This volume provides a convenient way to locate Supreme Court decisions many of which are listed under the appropriate section of the Constitution. One of the best known of the editors of this volume was Edward Corwin. The book is issued as a Senate document, has a table of cases, a subject index, and is never entirely up-to-date.

- * 102 The constitution of the United States of America, as amended, analytical index. Washington, D.C., Gov't Print. Off., v.d. (Issued occasionally as a House of Representatives document, i.e. H.Doc. 94-539, 1976, 73p.) This provides a useful subject index to articles and clauses of the Constitution.
- * 103 United States Code. This set is described more fully below, but in this official set of current legislation in effect the Constitution is included; the United States Code Annotated, a superior set by West Publishing Co., has in addition copious references to court decisions interpreting each provision of the Constitution, and several volumes are devoted to it.
- 104 U.S. Congress, Senate, Committee on the Judiciary, Subcommittee on Constitutional Rights. Citizen's guide to individual rights under the Constitution of the United States of America. Fifth edition. Washington, Gov't Print. Off., 1976. 39p. This pamphlet is often available free from the Committee. It does not have an index, but a table of contents serves as a guide to the Constitution.
- 105 Columbia University, Legislative Drafting Research Fund. Constitutions of the United States, National and State. Dobbs Ferry, Oceana, 1974-76-. Looseleaf, in 5 vols, with later supplements. \$69.00/vol. Index-digest with 4 supplements, \$55.00. This provides an up-to-date version of every state's constitution. Through the Index-Digest one can compare provisions among different constitutions under thousands of potential topics and subheadings.
- 106 Peaslee, Amos J. Constitutions of nations. Rev. third ed. The Hague, M. Nijoff, 1965. English language text of various national constitutions with summaries, annotations, bibliographies, etc.
- 107 Poore, Benjamin P. The federal and state constitutions, colonial charters and other organic laws of the U.S., compiled under order of the United States Senate. Rev. ed. N.Y., B. Franklin, 1972 reprint of 1878 ed. 2v.
- * 108 Swindler, William F. Sources and documents of United States constitutions. Dobbs Ferry, Oceana, 1973-. 10 projected vols, \$35.00/vol. A very complete collection of both old and past charters and constitutions and the most current edition at time of publication.
- 109 Thorpe, Francis Newton. Federal and state constitutions, colonial charters, and other organic laws of the states, territories, and colonies now or heretofore froming the United States of America. Washington, D.C., Gov't Print. Off., 1909. 7v. (St. Claire Shores, Mn., Scholarly Press).
- 110 Yarger, Susan R. State constitutional conventions, 1959-1975: a bibliography. Westport, Greenwood, 1976. \$10.00.

XII

(CONSTITUTIONAL LAW: CASEBOOKS)

- 111 Barron, Jerome A. and C. Thomas Dienes. Constitutional law: principles and policy, cases and materials. Indianapolis, Bobbs-Merrill, 1975. \$19.50. Supplement forthcoming.
- 112 Barrett, Edward L. Constitutional law: cases and materials. Brooklyn, The Foundation Press, 1968.
- 113 Bartholomew, Paul C. Significant decisions of the Supreme Court. Washington, American Enterprise, 1 vol/court term. \$2.00.
- 114 Bartholomew, Paul C. Summaries of leading cases on the Constitution. Totowa, N.J., Littlefield, Adams, 1976. \$3.50.
- 115 Beaney, William M. and Alpheus T. Mason. American constitutional law. Englewood Cliffs, N.J., Prentice-Hall, 1972.
- 116 Boyan, A. Stephen Jr. Constitutional aspects of watergate: documents and materials. Dobbs Ferry, Oceana, 1976. 4v. \$40/vol.
- 117 Brest, Paul. Processes of constitutional decisionmaking: cases and materials. Little Brown, 1975. \$23.00.
- 118 Chase, Harold W. and Craig Ducat. Constitutional interpretation cases, essays, materials. 1976 supplement. St. Paul, West, 1976.
- 119 Cortner, R. and C. Lytle. Modern constitutional law. Riverside, N.J., Free Press, 1971. \$10.95.
- * 120 Cushman, Robert F. Leading constitutional decisions. 14th edition. Englewood Cliffs, Prentice-Hall, 1971. \$6.95. (5th edition, 1976, \$7.95.
- 121 Cushman, Robert F. Cases in constitutional law. 4th edition. Englewood Cliffs, Prentice-Hall, 1975. \$15.95. Later supplements.
- 122 Emerson, Thomas I., et al. Political and civil rights in the United States; a collection of legal and related materials. 3rd ed. Boston, Little, Brown, 1967. 2 vols. \$40.00.
- * 123 Freund, Paul A., et al. Constitutional law: cases and other problems. Third ed. Boston, Little, Brown, 1967. 2 vols. Vol 1, \$12.50, vol. 2, \$14.50. 1975 supplement, \$6.95.
- 124 Friedelbaum, Stanley H. Contemporary constitutional law: case studies in the judicial process. \$17.50.
- * 125 Grossman, Joel B. and Richard Wells, Constitutional law and judicial policy-making. N.Y., Wiley, 1972. \$14.95. 1975 supplement, \$4.95.

- * 126 Kasper, Paul G. Constitutional law: cases and materials. 4th edition. Boston, Little Brown, 1972. \$21.50. Supplement forthcoming.
- 127 Konvitz, Milton R. Bill of rights reader: leading constitutional cases. Ithaca, Cornell University Press, 1973.
- * 128 Lockhart, William Bailey, et al. The American Constitution: cases and materials. St. Paul, West Publishing Co., 1967. This is one part of the three volume American Casebook Series published by West. The other two volumes, also by Lockhart, are Constitutional law: cases, comments, questions (1967), and Cases and materials on constitutional rights and liberties (1967). The three volumes are somewhat repetitious and a one volume supplement up-dates all three basic volumes.
- 129 McGovney, D. Cases on constitutional law. 3rd ed. Indianapolis, Bobbs-Merrill, 1955. \$13.50.
- 130 Maddex, James. Constitutional law cases and comments. St. Paul, West. Supplemented to 1976.
- * 131 Mason, Alpheus and William Beane. American constitutional law: introductory essays and selected cases. 5th ed. Englewood Cliffs, Prentice-Hall, 1972. \$14.95.
- 132 Mendelsohn, Wallace. The constitution and the Supreme Court. N.Y., Dodd, Mead and Co., 1965.
- 133 Saye, Albert B. American constitutional law: text and cases. New ed., John Wahlke, ed. Columbus, Merrill, 1975. \$15.95.
- 134 Schwartz, Bernard. American constitutional law. Westport, Greenwood, reprint of 1955 edition. \$14.25.
- 135 Schwartz, Bernard. Commentary on the Constitution of the United States. N.Y., Macmillan, 1963-65. \$37.50.
- * 136 Schwartz, Bernard. Constitutional law: a textbook. N.Y., Macmillan, 1972. \$16.95.
- 137 Smith, Edward C. The Constitution of the United States: case summaries. 10th ed. N.Y., Barnes and Noble, 1976. \$1.95.
- 138 Swisher, Carl B. Historic decisions of the Supreme Court. 2d ed. N.Y., Van Nostrand Reinhold, 1969. \$3.50.
- 139 Wilson, J. Cases and materials on constitutional and administrative law. 2d ed. New Rochelle, Cambridge, 1976. \$69.50.

typical passage of legislation in House

INTRODUCTION
OF BILL BY CONGRESSMAN

Indexed in:
- Digest of public general Bills
- Congressional index

REFERRED TO COMMITTEE FOR
HEARINGS

Indexed in:
- C.I.S. Index
- Monthly Catalog

REPORT
OF CONGRESSIONAL COMMITTEE

Contained in:
- USCCAN
- U.S. Serial Set

RULES COMMITTEE

CONSIDERATION
BY FULL HOUSE

Contained in:
- Congressional Record
Reviewed in
- C.Q. Annual

REFERRAL
TO OTHER
HOUSE

CONFERENCE
COMMITTEE

Report contained in:
- USCCAN
- Congressional Record

IN CASE
OF DISPUTE
BETWEEN THE
TWO HOUSES

FINAL FLOOR ACTION
ON RECOMMENDATION OF CONFERENCE COMMITTEE,
VOTE AND PASSAGE

Contained in:
- Congressional Record
Reviewed in:
- CQ Weekly & Annual
- National Journal
Listing & statement in
- Weekly Compilation
Final legislation contained:
- Statutes-at-large
- USCCAN

PRESIDENT
SIGNS

XIII (LEGISLATION)

- 140 Bills. Separately printed, with "H.R." numbers for the House of Representatives, and "S" numbers for the Senate. The term "Act" is used after the bill has passed one house of Congress.
- 141 Slip laws. Individual pamphlets for each law that has been passed, arranged by public law (PL) number. Like bills, these are often available from the House and Senate Document Rooms free of charge, while the supply lasts.
- * 142 Library of Congress, Congressional Research Service, Digest of public general bills and resolutions. Washington, Gov't Print. Off. All bills are indexed and summarized in this Digest which appears throughout the term of Congress, and cumulates into annual volumes. Arrangement is by bill number, and indexed by subject and sponsor. A section on public laws particularly useful. Brief legislative history for each measure is given, showing dates of major legislative action.
- * 143 United States statutes-at-large. Washington, Gov't Print. Off. One to several volumes per session of Congress. This contains the official session laws as passed by Congress, arranged in chronological order. It supercedes the "slip" edition of public laws. There is an annual subject index, a list of bills enacted into law, a guide to legislative history of enactments, and tables of laws effected. Publication of volumes is usually slow with appearance delayed.
- * 144 United States Code Congressional and Administrative News. St. Paul, West Publ., 1941.- Monthly, with several annual cumulative volumes. A very convenient collection of all laws passed, arranged numerically (and therefore chronologically). In one section the laws are arranged by statute number. In another section the full text of the most important Congressional report on each law is given, with cross-references between the two sections. Table of contents lists laws in their proper order; there is also an excellent cumulative subject index. In the annual, cumulative volume there will be found a table giving an outline of legislative history for each measure. This set is abbreviated USCCAN or "Cong. News".
- 145 Congressional index. Chicago, Commerce Clearing House. A looseleaf service that lists bills and resolutions, their status and legislative history, voting records and with an author index. This is an excellent source for finding the up-to-date status of legislation pending. Other information is included, such as vote tallies, biographical information on members of Congress, and lists of hearings and reports. Subscribers receive two "report letters" a week on Congressional activity.

- * 146 Congressional Information Service. Index to publications of the U.S. Congress. (CIS Index) Washington, 1970-. Monthly with quarterly index and annual cumulative volumes. Each issue abstracts and indexes hearings, reports, etc. of all Congressional Committees, giving the title and subject of the hearing and report, the names of witnesses, and their affiliation. The monthly index and abstract portions form separate booklets punched for looseleaf vols. Listed in the index portion are subjects, authors, witnesses, subcommittees, popular names of bills, bill numbers, etc. Tables convert bill numbers to public law numbers. Within the annual cumulative volume there is a section that gives brief legislative history of legislation passed, under PL number. The abstracts provide some content analysis of hearings, and the annual volumes include where available LC card number and G.P.O. Monthly Catalog number. An accompanying microfiche service provides the full text of the material indexed.

- * 147 Shepard's acts and cases by popular names, federal and state. Colorado Springs, Shepard's Citations, 1968-. Annual supplements. Laws are listed alphabetically by their popular name with citations to the United States Code, the U.S. Statutes at Large, or to state codes and session laws. This is a valuable finding tool, but the text of legislation is not included. Complete, revised vols. occasionally appear.

- * 148 Compilations of laws produced for Congress (various). Many single volume compilations of legislation on specific topics have been produced for the various Congressional committees, and are available from them. (For example a 703p collection of Federal Education Laws was produced for the Senate Committee on Labor and Public Welfare, and the House Committee on Education and Labor.) Many such compilations have also been produced by the office of the Clerk of the House of Representatives, and single copies may be available from them. They may also be available at cost from the Government Printing Office and are listed in G.P.O.'s microfiche reference file, the Monthly Catalog, and some of G.P.O.'s subject bibliographies.

- 149 Sloan, Irving J. American landmark legislation: primary materials. 6 vols. Dobbs Ferry, Oceana, \$32.50/vol.

- 150 Legislative history compilations (various). A compiled legislative history will contain the chief documents and reports leading up to a law in its final form when passed. These are not published on a regular basis but appear as individual sets and collections, and may be produced by the government, commercial publishers, and law libraries. Union lists of these have been prepared by the law library associations of Washington, D.C., and N.Y.

- 151 Congressional record. Washington, D.C., Gov't Print. Off., daily when Congress is in session. The Congressional Record contains a revised and corrected transcript of the debates of Congress. Over the years the title has changed, but the full transcript from the origin of Congress is available in various microform editions. Debates are arranged by date, and considerable background material, newspaper articles, etc. may also be included. Paper issues have a biweekly index, and subscriptions are available from the Gov't Print. Office, or may be available from one's Congressman. The final issue of the year contains an index to the year's legislation, and useful tables outlining legislative history. Paper issues are eventually replaced by bound volumes, with annual, bound volumes of indexes, tables and digest.
- 152 Congressional digest. Washington, 10 issues per year. A commercial, non-official publication that contains excerpts from major Congressional debates.
- * 153 Congressional Quarterly weekly reports. Washington, D.C., Congressional Quarterly Inc. A weekly news summary of the event in Congress, and Washington in general, with a quarterly index that is thorough. Included are lists of votes on major issues, and lists of lobbyists. Information appearing in the journal is rearranged annually into the Congressional Quarterly Almanac. This provides data on the politics behind the passage of legislation, and neatly summarizes the various steps taken by Congress on major pieces of legislation. The same data is further cumulated and edited in the massive review of Congressional activity, Congress and the Nation, now with its fourth volume appearing. These have been published as follows: vol. 1, 1945-64 (\$49.50); vol. 2, 1965-68 (\$49.50); vol. 3, 1969-72 (\$49.50); vol. 4, 1973-76 (\$49.50).
- 154 Congressional monitor. Washington, D.C., Monitor, Inc. Published each weekday Congress is in session. This newsletter gives a summary of Congressional action scheduled for the day and a list of witnesses to appear at hearings. The previous day's activities are also summarized, and the service cumulates each week on Friday. A Weekly legislative status report is sent to subscribers, and this lists bills under 25 major topics, gives legislative history for them, and provides an index by bill number. Another newsletter provided to subscribers is Congress in print, a weekly checklist of recently released Congressional hearings and studies. (A similar service on a monthly basis is provided by CIS to its subscribers). The Washington Monitor also produces two looseleaf directories: the Federal yellow book, for federal departments and agencies, and the Congressional yellow book for Congressional members and offices.

(UNITED STATES CODE)

- 155 United States code. Washington, D.C., Gov't Print. Off.. This is the official edition of all federal laws currently in force. Provisions of laws in effect are divided under some 50 subjects known as "titles." The titles themselves are numbered, and divided into parts, chapters and sections. A new edition appears every six years, and for intervening years separate supplemental volumes must be consulted for possible changes. There is a general index volume.
- * 156 United States code annotated. St. Paul, West Publishing Co. Like the official edition above, this provides a subject arrangement of all federal laws currently in effect. Some 150 volumes arranged by subject correspond to the official "titles." Each separate title has its own index and there is an overall multivolume index to the entire set. A volume of tables correlates the U.S. Code sections with Statute and Public Law numbers. Each volume of the USCA contains a pocket supplement on the inside of the rear cover, for current revisions. Although the text of this set is identical with the official edition further annotations are included that digest and note all major court cases relating to and interpreting each section of the code. There are cross references to the Code of Federal Regulations. Brief legislative history citations are given. Seven volumes alone are devoted to the Constitution with thousands of case annotations listed that apply and construe provisions of the Constitution.
- 157 Federal code annotated. Indianapolis, Bobbs-Merrill. Similar to above.
- 158 United States code service. Rochester, Lawyer's Co-Operative Publishing Co., 1972.- Gradually this set is replacing the Federal code annotated above; it is more compact than the United States code annotated. It, too, has the full text of laws in force, with additional legislative history and case notes. One volume, U.S. code guide, correlates the entire U.S. code to companion sets of the Lawyer's Co-Operative: American jurisprudence, American law reports, U.S. Supreme Court reports lawyer's edition, etc.
- 159 Muse, Dorothy. How to find U.S. statutes and U.S. code citations. Washington, D.C., U.S. Congress, House Committee on the Judiciary, n.d. 8p. This short pamphlet contains tables comparing the two sets of laws.

(ADDITIONAL LEGISLATIVE INFORMATION)

- 160 Congressional calendars. Calendars provide capsule summaries of legislative history for each bill, and show the current status and date for future consideration. The House calendar is compiled daily, with Monday's issue containing a subject index. Subscriptions are available from the Government Printing Office, and individual copies from the House Document Room, H-226, U.S. Capitol, Washington, D.C. 20515. Many Congressional committees publish their own committee calendars for bills referred to each. Sometimes these will also list committee publications.

161 Telephone sources for current legislative information:

- Bill Status Office, for information on the current status of pending bills. (202-225-1772 for House; for Senate, 202-224-3121)
- White House Section for Presidential Action, for information on bills awaiting Presidential approval. (202-523-5239)
- Statutes Branch of the National Archives, for public law numbers and statutory references. (202-523-5239)
- House Document Room, for availability of House documents. (202-225-3456)
- Senate Document Room, for availability of Senate documents (202-225-4321)
- House Cloakroom for current legislative activity on floor. (House) Democratic (202-225-7400); Republican (202-225-7430)
- Senate Cloakroom for current legislative activity on floor of Senate. Democratic (202-224-8541); Republican (202-224-8601)

162 A researcher's guide to Washington. Washington, D.C., Washington Researchers. \$125. This provides an up to date directory of federal departments and offices.

163 National Journal. Washington, D.C., Center for Political Research. Weekly. This magazine provides excellent weekly news coverage of governmental actions, both Congressional and Executive.

164 Labor looks at the ...Congress. Washington, D.C., AFL-CIO. Annual. Free. A small, useful pamphlet that outlines significant legislation under broad categories, such as jobs and the economy, housing and urban affairs, consumer protection, civil rights, etc. Legislative history and key votes are given.

XI (THE CONGRESSIONAL REPRESENTATIVE)

* 165 Congressional directory. Washington, D.C., Gov't Print. Off. Annual official guide to Congress, giving committee organization, and biographical data on each member of Congress. Sold by G.P.O.; free copies are sometimes available from Congressmen.

166 Citizens look at Congress. Grossman Publ., 1972. A unique series of reports prepared under Ralph Nader, evaluating each Congressperson. Authorship, content and style of each report varies.

* 167 Barone, Michael, et al. Almanac of American politics. Gambit, 1972-. Issued every two years, this provides highly condensed, detailed information about each Congressman and his district. Gives biography, career, political group ratings, key votes, election results, census data, federal outlays per district, economic base and politics.

168 Election law guidebook. Washington, D.C., Gov't Print Off. This often revised handbook intended for federal election campaigns is issued as a Senate document, and free copies are sometimes available from the Senate Document Room.

- 169 Factual campaign information. Washington, D.C., Gov't Print. Off.
This book is published by the House of Representatives on a continuing basis, with much statistical information on elections, both forthcoming and past.

XII (CONGRESSIONAL PROCEDURE)

- 170 Deschler, Lewis. Deschler's procedure, a summary of the modern precedents and practices of the U.S. House of Representatives, 86th Congress--93d Congress. Washington, Gov't Print Off. 1974. 598p. Includes those precedents established in the House between 1959 and 1974.
- * 171 Deschler, Lewis. Constitution, Jefferson's manual and rules of the House of Representatives. Washington, D.C., Gov't Print. Off. Issued each Congress with revisions, and occasionally with different editors, this is the working manual of the House. It is numbered in the House document series.
- 172 Cannon, Clarence. Cannon's procedure in the House of Representatives. Washington, D.C., Gov't Print. Off., 1959. (House document 86-122) 542p.
- 173 Hinds, Asher C. Hind's precedents of the House of Representatives, including references to provisions of the Constitution, laws, and decisions of the Senate. Washington, Gov't Print. Off. Vols. 1-5 (1907), vols. 6-8 (1935), vols. 9-11 (1941), with further revised volumes in process.
- * 174 Senate manual, containing the standing rules, orders, laws, and resolutions affecting the business of the United States Senate. Washington, D.C., Gov't Print. Office. Frequently revised, this volume of nearly one thousand pages is issued as a Senate document and includes detailed rules, historical documents and statistics.
- 175 Riddick, Floyd M. Senate procedure, precedents and practices. Washington, D.C., Gov't Print. Off., 1974. (Senate document 93-21) 1076p.
- 176 Riddick, Floyd M. Enactment of a law. Washington, D.C., Gov't Print. Off., 1967. (Senate document 90-35)
- * 177 Zinn, Charles. How our laws are made. Washington, D.C., Gov't Print. Off. This pamphlet in the House document series is often reprinted and revised. With illustrations it provides a short, clear outline to legislative steps. Single copies may be available free from the House of Representatives.
- 178 Masterson, James E. Legislative research guide. Washington, D.C., General Accounting Office, 1975. 15p. Brief guide to the components and organization of legislative histories.

- 179 Nabors, Eugene, "Legislative history and government documents - another step in legal research." Government Publications Review, vol. 3, no.1 (1976): pp.15-41. This presents a brief description of the preparation of legislative histories, by a reference librarian at the Library of Congress. Flow charts and many documents at various stages are shown.
- 180 U.S. Public Printer. Bill style manual with exhibits. Washington, D.C., Govt Print. Off., 1955. Rev. ed. Designed for use by printers, a most detailed collection of bills at all stages and forms.
- * 181 Guide to the Congress of the United States. 2d ed. Washington, Cong. Quarterly Inc. 1,046p.\$49.50. This provides very comprehensive background on the workings of Congress, procedure, history, etc. Includes charts.
- * 182 Tacheron, Donald and Morris K. Udall. The job of the Congressman; an introduction to service in the U.S. House of Representatives. 2d ed. Indianapolis, Bobbs-Merrill, 1970. 461p. Of many guides to the daily functioning of Congress, this is among the best. Clear to understand, this book was intended to be used by Congressmen themselves on day-to-day routines.
- 183 Berman, D.M. A bill becomes a law: Congress enacts civil rights legislation. N.Y., Macmillan Co., 1966.

XIII (FEDERAL COURT REPORTS)

- * 184 United States reports, cases adjudged before the Supreme Court. Washington, D.C., Gov't Print. Off. (from 1922, and various other publishers before that date.) Vol. 1, 1790-. The official edition of all Supreme Court decisions. Vol. 1 has earlier Pennsylvania cases from 1754. Each volume has a table of cases reported, and a table of cases cited. Many are indexed. A decision of the Supreme Court first appears in slip form as a separate pamphlet; they then cumulate into a "preliminary print" edition with the title, Official reports of the Supreme Court. This is available as a government depository item, as is the slip edition and the annual bound volume, which is the final form. There are now more than 400 volumes in the series, which is abbreviated as "U.S. Reports". Earlier volumes until 1874 also carried the personal name of the individual reporter.
- * 185 United States Supreme Court reports, lawyers edition. Rochester, Lawyer's Cooperative Publishing Co. This edition contains the complete text of all Supreme Court decisions, but has added to them various editorial comments of the publisher indicating significant points of law. Unofficial annotations accompany the text. Each volume has an index by subject, and tables of cases. The set is divided into two series with the cases appearing in chronological order. The 1st. series covers the years 1790-1955, and is numbered 1-100. The 2nd.

series is again numbered from volume 1 (1955). This set is known as the "Lawyer's Edition." The set is updated biweekly by the service, Advanced United States Supreme Court reports.

- * 186 Supreme Court reporter. St. Paul, West Publishing Co., 1882.- Like the two sets previous this series contains the complete text of Supreme Court decisions, but with brief annotations added highlighting significant points of law. It covers Supreme Court cases from vol. 106 of the official edition. The editors have added to the annotations "key numbers" corresponding to the subjects dealt with. By using the key numbers lawyers may move to other cases and citations in the different series published by West, including the National Reporter System and Words and phrases. Each volume of the Supreme Court reporter contains tables of cases and statutes construed. It is supplemented biweekly, with a paper edition, that also contains a news summary of "Judicial highlights."
- 187 U.S. Supreme Court, Records and briefs. Washington, D.C., NCR microcard edition. The microcard edition includes those records and briefs submitted to the court since 1832 in support of case arguments.
- 188 Supreme Court review. Chicago, University of Chicago School of Law, 1960-. Annual. Contains various essays on the year's work and decisions of the court. The essays are written by legal authorities.
- 189 Decisions of the United States Supreme Court...term. Rochester, Lawyers Cooperative, 1963-. Annual. This provides an annual summary of case decisions.
- 190 U.S. Supreme Court bulletin. Chicago, Commerce Clearing House. This speedy service provides the full text of decisions in looseleaf form, but is not recommended for permanent retention.
- * 191 Digest of United States Supreme Court reports, annotated. Rochester, Lawyers Co-operative, 1948-. Arranged by topic, this provides short paragraphs or digests to Supreme Court decisions, giving full citations to the cases, and to related information in the legal encyclopedia, American jurisprudence, and the American law reports. A digest serves as a subject index to cases, and should be continually maintained with supplements. There are separate volumes of word index, table of cases, index to annotations, etc. It is supplemented with annual pocket parts.
- * 192 U.S. Supreme Court digest. St Paul, West Publishing Co. Digests of all cases are arranged under 400 subjects. The key number system is used to identify topics and all cases on a particular point of law. This multivolume set is supplemented with annual cumulative pocket parts. Separate volumes of plaintiff and defendant are especially useful.
- 193 Preview of United States Supreme Court cases. Philadelphia, American Law Institute, 1973-. This subscription service provides about 30 weekly issues during the term of the Supreme Court that describe cases pending.

- 194 Shepard's United States citations, case edition. Colorado Springs, Shepard's Citations, Inc., 1947-. The series serves as an index to later cases that cite an earlier Supreme Court case, and thus indicates whether a particular decision has been reaffirmed, modified, etc. It contains only numbered references.
- 195 Federal supplement. St. Paul, West Publishing Co., 1932-. This contains the decisions of United States District Courts from 1932.
- 196 Federal reporter. St. Paul, West Publishing Co., 1880- to present in two series. This now contains decisions of the U.S. Circuit Court of Appeals, and those earlier decisions of the lower U.S. District Courts, until the set above began. It continues an earlier set, Federal cases.
- 197 Federal cases... St. Paul, West Publishing Co., 1894-. Included is the text of federal court cases heard through 1880, and originally reported in over 200 different sources. The cases are alphabetically arranged by plaintiffs name. There is one volume of digest.
- * 198 Anderman, Nancy. United States Supreme Court decisions: an index to their locations. Metuchen, N.J., Scarecrow Press, 1976. 316p. \$12.00. This single volume indexes Supreme Court decisions by subject, giving the U.S. Reports citation where the case may be found. It further locates the cases in some 160 varied case books and textbooks. It is easy to use and has a name index, but many libraries will have but few of the books indexed.
- * 199 United States law week. Washington, Bureau of National Affairs, Inc. This looseleaf service may be particularly useful, given its wide range of coverage. It contains the text of federal statutes of major interest and summarizes current legal developments. The indexes to topics and cases are cumulative and good. There are sections devoted to the Supreme Court, and to "general law", this last summarizing state and lower federal court rulings. The service is also useful for determining the status of cases pending. An index appears bi-monthly, with 6 month cumulations, and annual volumes contain a yearly index. Section 4 of the service contains opinions of the Supreme Court in full. It also reports on issues pending before the Supreme Court, summarizing significant oral arguments.
- 200 National Reporter System (various series). St. Paul, West Publishing Co. The case decisions of both federal and state courts are collected into different series of law reports, depending on location, level and jurisdiction. In addition to the Supreme Court Reporter, the Federal Reporter, and the Federal Supplement listed above, West has published commercial (and non-official) editions of cases in California and New York. In addition, West also has made available seven regional reporters, each being a continuing series of bound volumes containing state appellate court decisions for a specified section of the country. The volumes are supplemented by advance sheets, and each volume and supplement has a key number digest which provides general subject access to different points in law raised in each court decision. The seven regional

reporters are: North Western, Pacific, North Eastern, Atlantic, South Western, Southern, and South Eastern. The usefulness of the key number system is enhanced by the legal encyclopedias and digests of West, which follow the same key numbering system. A full discussion of the interrelationship between these sets is given in the free pamphlet of the publisher, West's law finder, a research manual for lawyers. (St. Paul, West Publ. Co., 1967. 64p.)

- 201 American law reports. Rochester, Lawyers Co-operative Publishing Co., 1919 to date. Selected cases from every jurisdiction, both federal and state, are included when considered significant by the publisher. The set has now appeared in several chronological series, each with hundreds of volumes and a supplemental service of "blue book" volumes. The volumes of ALR are indexed, and lengthy annotations are given for the individual cases included. The court reports of the Lawyers Co-operative tend to be selective; those of West attempt to be all-inclusive. The court cases reported by Lawyers Co-operative have longer annotations, while the decisions in West will have added shorter head notes. Lawyers Co-operative has available the pamphlet, How to use American law reports annotated.

XIV (DIGESTS)

- 202 West's modern federal practice digest. St. Paul, West Publishing Co. Now in 67 volumes this set arranges short, "digest" annotations of paragraph length under "key-number" subjects. One would first locate the proper numbered section by use of the general index, and turning to the number find listed citations to all federal cases on that point of federal practice. This set covers the Supreme Court Reports, the Federal Reporter, and the Federal Supplement. Before 1939 a previous series, the Federal Digest should be used.
- 203 American digest system. St. Paul, West Publishing Co. Various editions, covering periods of years from 1658 to present, including a century edition and later decennial editions. Digests are given for all cases of federal courts as well as the higher state courts throughout the nation. The brief digests (or descriptions of cases with citations) are arranged under more than 420 topics, thus providing a subject approach to case law. To find all cases on a point of law each of the six or more editions must be consulted. A "descriptive word index" should be used to find the right topical volume and section. Supplements appear on a monthly basis. West also publishes separate digest series for each of the states. The state digests include references to all cases within the particular state, regional digests are also available.

Two digests exist for the Supreme Court and are The U.S. Supreme Court Digest of West Publishing Co. (noted under no. 192 above), and the Digest of United States Supreme Court reports, by Lawyers Co-operative (no. 191 above).

- * 204 U.S. Congress, House Committee on the Judiciary. The United States courts, their jurisdiction and work. Washington, D.C., Gov't Print. Off., 1975. 18p.
- 205 Cyclopedia of federal procedure. Chicago, Callaghan, 1951-67. 20 vols, and supplements.
- * 206 Freund, Paul A. History of the Supreme Court of the United States. Riverside, N.J., Collier-Macmillan, 11 vols. A definitive history compiled with funds from the Oliver Wendell Holmes Devise at the Library of Congress. Price: \$25.00/vol.
- 207 Hart and Wechsler, The federal courts and the federal system. Brooklyn, The Fountain Press, 1965.
- 208 Klein, Fannie J., ed. A guide to court systems. Cambridge, Mass., Ballinger, 1976. \$10.00.
- 209 Lavine, Richard A. and George Horning. Manual of federal practice. N.Y., McGraw-Hill, 1967. 730p. \$24.50. This single volume covers federal court litigation, the various pleadings, motions, etc.
- 210 Moore, James. Federal practice. 2d ed. Albany, Bender, 1948-1964. 10v. Looseleaf.
- 211 Simmons, R. Winning to the court: how to argue and win non-jury cases. Englewood Cliffs, Prentice-Hall, 1972. \$39.95.
- 212 Sindell, Joseph M. Your day in court. Tucson, Lawyers and Judges, 70¢ paper.
- 213 Spaeth, Harold J. An introduction to Supreme Court decision making. San Francisco, Chandler, 1972.
- 214 Walker, Peter N. Courts of law: a guide to their history and working. New Pomfret, Vt., David and Charles, 1971. \$10.50.
- 215 Wolfson and Kurland, ed. Jurisdiction of the Supreme Court of the United States. Rev. ed. (Originally published by Reynolds Robertson and Francis Kirkham). N.Y., Matthew Bender, 1951. Kurland is also editor of the Supreme Court Review (no. 188 above), University of Chicago, 1960- (an annual review of activities and rulemaking, priced at \$20.00/yr.)
- 216 Wright, Charles. A handbook of the law of federal courts. St. Paul, West, 1963. 496p.
- 217 Wright, Charles. Federal practice and procedure. St. Paul, West, 1969-. 18 vols.

- 218 Stern, Robert L. and Eugene Gressman. Supreme Court practice., 2d ed. Washington, D.C., Bureau of National Affairs, 1962.

XVI (ENCYCLOPEDIAS)

- * 219 Corpus juris secundum. Brooklyn, American Law Book Co. (West), 1936-1958. 106 vols. CJS is said to be a complete restatement or commentary of present American law as developed by a wide range of courts, both federal and state. The encyclopedia, although not authoritative, can serve as a subject index and guide to present day law. It provides general information on points of law, but does not give complete coverage to all aspects of a legal topic. Legal practice is interpreted under more than 400 broad topics and a greater number of sections. General principles are stated, followed by detailed discussion and citations to cases, treatises and law review articles. Each topic (or "title") has its own index, and there is also a 5 volume general index. This set provides best coverage for federal practice and general principles operative in the states. It cannot provide detailed coverage of state court decisions, and is weak in matters of current legislation. Each volume has a words and phrases index. All volumes are supplemented by annual pocket parts. The encyclopedia is intended to present a review of actual, current practice, and therefore replaces an earlier set, Corpus juris (CJ). This latter set may still have some historical use, however.
- 220 American jurisprudence. 2d edition. Rochester, Lawyers Co-operative, 1962-. This set contains articles on legal subjects, arranged alphabetically, with numerous citations to cases that have been selected for their importance. Each volume is indexed, and there is a multivolume general index to the set. It is updated by pocket parts and looseleaf supplements. Lawyers Co-operative also publishes the pamphlet, How to use American Jurisprudence, and the American Jurisprudence desk book, which serve as guides.

Various encyclopedias on the jurisprudence of individual states have been published by Bancroft-Whitney (San Francisco), West (St. Paul); and Lawyers Co-operative (Rochester).

XVII (CITATION BOOKS)

- 221 Citation books contain tables that will list for any given citation all cases and statutes that mention, discuss, modify, change or overrule the given citation. One begins with a numerical citation to a reporter, volume and page for a court decision, or to a statute, volume and page for a law. The next step is to find the correct citation series corresponding to the original citation. Shepard's Citations (of Colorado Springs) publishes different series of citator books that in

essence covers all ruling case and statute law in the United States. Each series has its own supplements, all of which must be consulted where appropriate. Through the use of citators the legal researcher can ascertain if a particular case or statute is still in effect, has been noted in a court decision as binding or persuasive, or has been overruled or otherwise changed. Among the Shepard's citators are:

- United States citations, cases and statutes, 7 vols. \$195.00 and additional with supplements. For cases before the U.S. Supreme Court. Also, for the U.S. Constitution, Code, Statutes-at-Large and treaties.
- Federal citations, 6 vols. at \$195.00 plus supplements. Covers lower federal court decisions.
- Law review citations, 3 vols. at \$105.00 plus supplements.
- further citators to the regional reports of the National Reporter System, and to individual state reports.

- 222 How to use Shepard's citations. Colorado Springs, Shepard's Citations, 1975. 32p. An instruction booklet describing each of the main citator series, with illustrations. There is an accompanying booklet of questions and answers for instruction on "Shepardizing" cases.
- 223 Powers, Marion D. The legal citation directory. West Mantoloking, N.J., 1970(?). Lists court and legal reports, years covered, proper abbreviation, and whether covered in the Shepard's series.
- * 224 Shepard's acts and cases by popular names, federal and state. Colorado Springs, Shepard's Citations, 1968-. A very convenient volume for finding citations to the proper legal set that contains the full text, when one is merely given a common name. Priced at \$50.00 for base volume with supplement, or \$10.00 for supplement alone.

XVIII (BOOKS OF LEGAL FORMS)

The books listed below are for the specialist. Other books useful to those with a general interest will be found under **LEGAL SECRETARIES** and **BOOKS** for the **LAYMAN, FAMILY MAN AND CONSUMER**, elsewhere on this list.

- 225 American jurisprudence legal forms annotated. Rochester, Lawyers Co-operative, 1953-. 14 vols with annual pocket parts, containing 20,000 legal and business forms.
- 226 American jurisprudence pleading and practice forms. Rochester, Lawyers Co-operative. A multivolume set containing some 20,000 forms used in case practice.

- 227 Cowdery, Jabez F. Forms, legal and business. 6th ed. San Francisco, Bancroft-Whitney, 1951. 3 vols., with later supplements.
- 228 Dawson, Townes. Mounce's legal forms workbook. 5th ed. Wm. Brown, 1975. \$6.95.
- 229 Heelmuth, James and Marvin Hyman. Modern trust forms. Rev ed. Warren, 1975. \$60.00.
- 230 Jones, Leonard A. Legal forms. Indianapolis, Bobbs-Merrill, 1962. 3v., 10th ed. \$60.00.
- 231 Kass, Louis. Enforcement of money judgements. Binghamton, Gould, 1964. \$3.50.
- 232 Modern legal forms. St. Paul, West, 1957-. Contains some ten thousand legal forms, arranged by subject.
- 233 Nichols, Clark. Cyclopedia of legal forms annotated. Chicago, Callaghan, 1955-. 12 vols with pocket supplements.
- 234 Rabkin, Jacob and Mark Johnson. Current legal forms with tax analysis. Albany, Bender, 1948-. 13 vols., looseleaf.
- 235 Ranz, John. Anderson's manual for notaries public. 4th ed. Cincinnati, W.H. Anderson, 1966. 478p.
- 236 Sletwold's manual of documents and forms for the legal secretary. 2d ed. Englewood Cliffs, Prentice-Hall. \$14.95.
- 237 Thompson, George W. Drafting, execution, probate and interpretation of wills. 3rd ed. Indianapolis, Bobbs-Merrill, 1947, with 1962 pocket supplement. \$20.00.
- 238 Thompson, George W. Real property. Indianapolis, Bobbs-Merrill, with 1975 supplement. 23 vols. \$275.00.
- 239 Warren, Oscar L. Forms of agreement. Albany, Bender, 1954-. Looseleaf. A one volume collection good for commercial contracts.

Other sets of forms exist for the individual states.

XIX

(RESTATEMENTS)

- 240 The American Law Institute has issued a number of books, each a single volume dealing with a specific topic that attempts to "restate" the law of a particular field as it is currently accepted. This would include legal practice as it has grown through common law principles, with modification by judicial decisions and legislation.

Where there is more than one interpretation of law the restatement will attempt to annunciate the "best rule" as agreed upon by the Institute. The Institute attempts to compile rules that may be uniformly applied throughout the United States. The volumes are edited by leading authorities and scholars in their respective fields. They provide more discussion than is found in the encyclopedias. Although not generally supplemented, one should consult the latest edition. Restatements have appeared on agency, contracts, property, trusts, torts, foreign relations, etc. Each volume has its own index and there is also a combined General Index, to various volumes in the series.

XX 241 (HORNBOOKS)

West Publishing Co. has issued a series of textbooks known as "hornbooks". Each is a treatise on a particular field of law, averaging in price about \$15.00. They provide a complete review of general principles, but generally are not appropriate for quick reference. Now numbering more than 35, they present far more discussion on a topic than a legal encyclopedia. Among the volumes in the Hornbook series are those on administrative law, bankruptcy, contracts, corporations, criminal law, damages, domestic relations, estate and gift taxes, federal courts, income taxation, insurance, law of the poor, mortgages, partnership, property, sales, trusts, urban planning, and wills. A complete list is available from West. Hornbooks and other treatises should be distinguished from casebooks.

XXI 242 (UNIFORM LAWS)

Uniform laws following recommended norms have been developed by the National Conference of Commissioners of Uniform State Laws. They are only in force, however, in those state where they have been adopted. Each deals with a specific field, often related with business, for example the uniform commercial code, or the negotiable instruments law. They are conveniently reprinted in the annual set, Martindale-Hubbell Law Directory (listed as no. 95 above); there is also the collected set, Uniform Laws Annotated, with annual pocket supplements.

XXII 243 (ANNUAL SURVEY)

Annual survey of American law. Dobbs Ferry, Oceana, 1942-75 in 34 volumes and continuing. \$325.00 for entire series, or \$20.00/vol. Each volume contains essays and a summary of the major developments in American law and practice for the year. Over the years virtually all aspects of law have been covered, often with substantial discussion.

- * 244 U.S. National Archives and Records Service, Office of the Federal Register. Federal register. Washington, D.C., Gov't Print. Off., 1936-. Five issues/week. \$50.00 a year, free to depository libraries. This is the official gazette of the United States, containing Presidential orders and proclamations, and binding, administrative rules and regulations. It also contains proposed rules, various announcements, meeting notices, etc. This provides a chronological arrangement of rules from executive agencies and independent agencies of government, and each issue begins with a detailed table of contents. Special, free workshops are offered by the Federal Register for users, and announcements appear frequently. Indexed by month, quarter and year.

Decisions, rules and orders may also be published in separate series of reports by regulatory agencies, such as the Federal Communications Commission, Federal Trade Commission, Federal Power Commission, and the National Labor Relations Board. These will have their own indexes.
- * 245 U.S. National Archives and Records Service, Office of the Federal Register. Code of federal regulations. Individual volumes appear from time-to-time, although they are generally replaced annually. Subscription price is \$350.00 annually, free to depository libraries. Federal agency rules and regulations are arranged under 50 "titles" or numbered subjects, generally by agency. In many instances the title number in the CFR will compare with the same number in the U.S. Code. The set is inadequately indexed, although there is a general guide to the contents of the various volumes. Each of the titles is subdivided into sections, and some titles require several or more volumes. All volumes are replaced by later issues, except for title 3, which contains the proclamations and orders of the President. These eventually accumulate into bound volumes, in chronological order. The U.S. Code Annotated makes specific references to CFR title and section numbers.
- * 246 Weekly compilation of presidential documents. Washington, D.C., Gov't Printing Off., 1965-. \$15.00 per year. Makes available transcripts of the President's news conferences, messages to Congress, public speeches, statements, and other Presidential material released by the White House. Each issue contains a detailed table of contents, and a cumulative index to prior issues. There is also a quarterly and annual index.
- 247 Shepard's United States administrative citations. Colorado Springs, Shepard's Citations, 1967-. Lists federal administrative decisions by number, and the various later cases that have referred to or cited the decision.
- 248 Each state may have compiled its own agency rules and regulations, but form of publication varies. An article on the topic is by H.P. Tseng and D.B. Pedersen, "Acquisition of state administrative rules and regulations." 28 Administrative Law Review 277-98 (Spring 1976).

(LOOSELEAF AND LEGAL SERVICES)

Subscription services are offered by various publishers in topical series that are intended to provide as rapidly as possible the most up-to-date information for the professional. The services listed below may include statutes, court decisions, administrative rulings, and a review of current practice. Many are mentioned in Richard Sloane's Recommended law books (American Bar Association, 1969, 307p.) and the Directory of business and financial services, 7th edition, by Mary McNierney Grant and Norma Cote (Special Libraries Association, 1976.) Subscription rates are in constant change and have been omitted from this partial, selective list:

Matthew Bender Co.

- Federal securities exchange act of 1934

Bureau of National Affairs, Inc.

- Antitrust and trade regulation reports
- Collective bargaining negotiations and contracts
- Criminal law reporter
- Daily labor reports
- Labor arbitration and dispute settlement
- Labor relations reports
- Tax management

Commerce Clearing House

- APB (Accounting Principles Board) Accounting principles
- Accounting law reporter
- Accounting rules
- Bankruptcy law reports
- British tax guide
- Congressional index
- Corporation law guide
- Common market reporter
- Federal banking law reporter
- Federal estate and gift tax reports
- Federal excise tax reports
- Food, drug, cosmetic law reporter
- Government contracts reporter
- Inheritance, estate and gift tax reporter
- Insurance law reporter
- Labor law reports
- Pension plan guide
- Poverty law reporter
- Products liability reports
- SEC accounting rules
- Standard federal tax reporter
- State tax guide
- Tax court reports
- Trade regulation reporter
- United States Supreme Court bulletin
- Urban affairs reporter

Institute for Business Planning

- Estate plans
- Life insurance plans
- Real estate investment program

Prentice-Hall - American federal tax reports

- American labor arbitration
- Corporation guide
- Federal taxes
- Federal tax citator
- Pension and profit sharing
- Real estate guide
- Tax ideas
- Union contracts and collective bargaining
- Wages and hours

Pike and Fisher

- Radio regulation

Research Institute of America, Inc.

- Federal tax reporter

XXV

(TAXATION)

- * 250 United States master tax guide. Chicago, Commerce Clearing House, annual.
A brief guide to tax laws for the non-specialist, covering both personal and business income.
- 251 When you go to tax court, procedure and practice. Chicago, Commerce Clearing House, 1967. 328p.
- 252 Goodrich, Edgar, et al. Procedure before the Internal Revenue Service. Philadelphia, American Law Institute- American Bar Association, 1965. 245p.
- 253 Keir, Loyal E. Tax court practice. Philadelphia, American Law Institute- American Bar Association, 1960. 235p.
- 254 Mertens, Jacob. Law of federal income taxation. Chicago, Callaghan. 32 volumes with supplemental looseleaf service.
- 255 Rabkin, Jacob and Mark Johnson. Federal income, gift, and estate taxation. Albany, Bender, 1954-. 7 looseleaf volumes.
- 256 Roberts, Sidney, et al. Handbook of annotated forms for tax practice. Englewood Cliffs, Prentice-Hall, 1959. 725p.
- * 257 Surrey, Stanley and William Warren, eds. Federal income taxation. Brooklyn, Foundation Press, 1960. 1712p.

- 258 Standard federal tax reporting system. Chicago, Commerce Clearing House. 9 looseleaf volumes plus citator and index volumes, with weekly updates. The service covers statutes, regulations and administrative rulings, and presents a current and cumulative record with comments, explanations and examples. Issued as separate volumes in the service are Estate and gift tax reports, and Federal excise tax reports. Volume 1 of the service covers rates, credits, and gross income; vol. 2 is for personal deductions, taxes, losses, etc.
- 259 U.S. tax cases. Chicago, Commerce Clearing House, 1913-. 2 vols annually.
- 260 CCH has published two free, explanatory pamphlets: Finding the answers to federal tax questions, and Today's tax and business law and how to find it. CCH also publishes on a subscription basis Taxes, the monthly tax magazine.
- 261 Federal taxes. Englewood Cliffs, Prentice-Hall. 10 vols. with looseleaf and weekly supplements. This covers the internal revenue code, and regulations, rulings, etc., in annual volumes and looseleaf supplements.
- 262 American federal tax reports. Englewood Cliffs, Prentice-Hall. This continuing series is intended to provide complete coverage of all federal tax cases, both old and current. Reference is made to it from Federal taxes above.
- 263 Prentice-Hall has also published a one volume Federal tax handbook. A free, introductory pamphlet describing Federal taxes is also available as Federal tax practice.
- 264 Federal tax regulations St. Paul, West, annual bound vol.
- 265 U.S. Internal Revenue Service. Internal revenue bulletin. Washington, D.C., Gov't Print. Off., 1919-. Weekly. \$40.60 annual subscription price. This announces all official Internal Revenue Service rulings, Treasury Department decisions, court decisions, legislation, etc. Every 6 months a bound cumulative volume is published, though separately priced.
- 266 U.S. Internal Revenue Service. Internal revenue looseleaf regulations. Washington, Gov't Print. Off. Five volumes of services are available of IRS regulations (corresponding to Title 26 of the Code of Federal Regulations). The five are: 1) income tax (\$92.00 annually), 2) estate and gift tax (4.40), 3) employment tax (\$5.70), 4) excise tax (\$14.00), 5) procedure and administration (\$23.75).
- 267 U.S. Tax Court reports. Washington, Gov't Print. Off., 1942-.
- 268 U.S. Internal Revenue Service. Your federal income tax. Washington, Gov't Print. Off., annual.
- 269 Federal tax articles. Chicago, Commerce Clearing House, \$65.00/yr. Provides a summary of tax articles from 200 legal, accounting and business periodicals.

BOOKS FOR JOHN DOE:
A POTPOURRI OF LEGAL AIDS AND REFERENCE BOOKS
FOR THE LAYMAN, FAMILY MAN AND CONSUMER

- Adducci, Frank. How to handle your own contracts. Drake, 1975. \$9.95.
- American Council for Nationalities Service. How to become a citizen of the United States. Dobbs Ferry, Oceana, 1963.
- Badner, Jeffrey A. The New York handbook for Small Claims Court. N.Y., Hawthorn, 1975. \$4.95.
- Bass, Howard L. and M. Rein. Divorce or marriage: a legal guide. Englewood Cliffs, Prentice-Hall, 1976. \$9.95.
- Bernard, Will. Law for the family. N.Y., Scribner, 1962. 258p. \$4.50.
- Biskind, Elliott, ed. Boardman's New York family law. Rev. ed. N.Y., Clark Boardman, 1973. Looseleaf with supplements. \$45.00.
- Brockelbank, W. J. Interstate enforcement of family support, runaway pappy act. Indianapolis, Bobbs-Merrill, 1960.
- Callahan, P.J. How to make a will simplified. Rev. ed. Dobbs Ferry, Oceana, 1952.
- Callahan, P.J. Law of real estate. 2d ed. Dobbs Ferry, Oceana, 1951.
- Callahan, P.J. Law of separation and divorce. Dobbs Ferry, Oceana, 1967.
- Callahan, P.J. Know your rights under New York's divorce law. Dobbs Ferry, Oceana, 1966.
- Callahan, P.J. Legal status of young adults. Dobbs Ferry, Oceana, 1958.
- Capitman, William. Everyone's legal adviser. Rev. ed. N.Y., Simon and Schuster, 1961. 384p. \$7.95.
- Casey, W. Lawyer's desk book. 4th ed. N.Y., Prentice-Hall, 1975. \$29.95.
- Clad, C. Clinton, et al. Family law. Philadelphia, American Law Institute-American Bar Assn., 1964. 224p.
- Colby, Edward E. Everything you've always wanted to know about the law. Canoga Park, Calif., Major Books, 1975. \$1.95.
- Colyer, J.S. Modern view of the law of torts. Oxford, Pergamon Press, 1966.
- Constantin, Robert W. Sue or settle. N.Y., Crown, 1968.
- Corbin, Arthur. Corbin on contracts. St. Paul, West, 1951-. 8 vols.
- Coughlin, George G. Law for the layman. N.Y., Barnes and Noble, 1976. \$1.95.
- Coughlin, George C. Your introduction to law. N.Y., Barnes and Noble, 1975. \$2.95.

- Crabtree, Arthur P. You and the law. N.Y., Holt, Rinehart, Winston, 1964. \$2.50.
- Creamer, J. Shane. Citizen's guide to legal rights. N.Y., Holt, Rinehart, Winston, 1971. \$7.95.
- Crown, P. Legal protection for the consumer. Dobbs Ferry, Oceana, 1963.
- Daar, David and Leon Perlsweig. How to fight your case in small claims court (California). Los Angeles, Popular Law Publications, 1965. 150p. \$2.95.
- Dacy, Norman F. How to avoid probate! N.Y., Crown, 1955.
- Debevec, R.M. Law and the sportsman. Dobbs Ferry, Oceana, 1959.
- de Seife, R. Law for the tourist. Dobbs Ferry, Oceana, 1956.
- Dittmar, W.R. Law for the working man. 2d ed. N.Y., Oceana, 1959.
- Dolan, Edward F. Legal action: a layman's guide. Chicago, Henry Regnery, 1972. \$4.95.
- Donelson, Kenneth and Irene. When you need a lawyer. Garden City, N.Y., Doubleday, 1964. 287p. \$4.95.
- Edgar, D.S. Law for the pet owner. Dobbs Ferry, Oceana, 1960.
- Faber, Stuart. Handbook of family law. Hollywood, Calif., Good Life, 1976. \$17.50.
- Farmer, R. What you should know about contracts. Arco, 1969. \$4.95.
- Fleishman, S. and S. Rosenwein. New civil rights act: what it means to you. Los Angeles, Blackstone Press, 1964.
- Foote, Caleb, et al. Cases and materials on family law. 2d ed. Boston, Little, Brown, 1976. \$21.00.
- Francis, P. Legal status of women. Dobbs Ferry, Oceana, 1963.
- Furcolo, Foster. Law for you. New ed. Washington, Acropolis, \$3.50.
- Freedman, Monroe, et al. Law reference handbook. N.Y. Barrons, forthcoming. \$2.95.
- Gager, Nancy, ed. Women's rights almanac. N.Y., Harper and Row, 1975. 620p. (Largely a directory of information sources)
- Goldstein, Joseph and J. Katz. Family and the law. Riverside, N.J., Free Press, 1965. \$22.50.
- Goldstein, Lee. Communes, law and commonsense: a legal manual for communities. Boston, New Community Projects. \$3.25.

- Gray, Albert W. Family legal adviser. N.Y. Ace Books, 1957.
- Greene, L.G. Law of credit. Dobbs Ferry, Oceana, 1957.
- Greene, L.G. Law of notaries public. Dobbs Ferry, Oceana, 1967.
- Graubert, E. Yesterday's laws and today's accidents. Pittsburgh, Boxwood, 1963.
- Gross, H. Privacy, its legal protection. Dobbs Ferry, Oceana, 1964.
- Hall, J.C. Sources of family law. N.Y., Cambridge University Press, 1966.
- Handbook of everyday law. Rev. ed. N.Y., Fawcett World, 1976. \$1.95.
- Hanna, John P. The complete layman's guide to the law. Englewood Cliffs, Prentice-Hall, 1974. \$15.95.
- Harris, H.I. When and why not to avoid probate. N.Y., Simon and Schuster.
- Helm, Alice K., et al. The family law advisor. N.Y., Crown, 1974. \$9.95.
- How to sue in small claims court in New York City. N.Y., Department of Consumer Affairs, 1970. 27p.
- Irving, Ronald, and Charles Anthony. Know your rights: a guide to everyday law. New Pomfret, Vt., David and Charles, 1976. \$7.95.
- James, T.E. Children and the law. Oxford, Pergamon, 1965.
- Jessup, Libby F. Law for the family man. Dobbs Ferry, Oceana, 1958.
- Jones, Danny R. and Charles Weldon. Lawyer's ready reference to class action. Falls Church, Va., NPI Corporation, 1972. 226p.
- Kass, Louis A. Landlord and tenant. New York, Gould, 1964.
- Kass, Louis A. Wills. N.Y., Gould, 1967.
- Kemble, Helen. What you should know about the law. N.Y., Vantage, 1962. 377p. \$5.00.
- Kaufman, S. Practical and legal manual for the investor. N.Y. Oceana.
- Keeton, Robert E. Legal cause in the law of torts. Athens, Ohio State, 1963.
- Kling, Samuel G. Complete guide to divorce. N.Y., Geis, 1963. 304p. \$6.95.
- Kling, Samuel G. Complete guide to everyday law. Chicago, Follett, 1966. (3d edition, 1973). \$10.95.

- Kling, Samuel G. Legal encyclopedia for home and business. N.Y., Simon and Schuster, 1959.
- Kling, Samuel G. Your legal advisor for home and business. Rev. ed. N.Y., Pocket Books, 1965. 418p. \$0.95.
- Krause, Hary D. Cases and materials on family law. St. Paul, West, 1976. \$19.95.
- Kuchler, F. Law of engagement and marriage. Dobbs Ferry, Oceana, 1957.
- Kuchler, F. Landlord, tenant and co-op housing. 3d ed. Dobbs Ferry, Oceana, 1960.
- Kuchler, F. Law of support. Dobbs Ferry, Oceana, 1957.
- Kunstler, W. Law of accidents. Dobbs Ferry, Oceana, 1954.
- Kupferman, Theodore, ed. Family legal adviser. N.Y. Ace Books, 1957.
- Kutner, Luis. Intelligent woman's guide to future security. N.Y., Dodd, 1970.
- Last, Jack. Everyday law made simple. Garden City, N.Y., Doubleday, 1954. \$1.95.
- Lavori, Nora. Living together, married or single: your legal rights. N.Y., Harper and Row, 1976. \$1.95.
- Leavy, Morton. Law of adoption. 3d ed. Dobbs Ferry, Oceana, 1968.
- Lefcourt, Robert, ed. Law against the people: essays to demystify law, order and the courts. N.Y., Random House, 1971. \$2.45.
- Lawrence, Glenn. Condemnation, your rights when the government acquires your property. Dobbs Ferry, Oceana, 1967.
- Legal first aid. N.Y., Funk and Wagnalls, 1975. \$10.95.
- Lehman, Godfrey. What you need to know for jury duty. N.Y., Cowles, 1968.
- Maberry. Take your traffic ticket to court and win. North Hollywood, Brandon House.
- Mackay, R. Guardianship and the protection of infants. 2d ed. Dobbs Ferry, Oceana, 1957.
- Marital property rights. Manchaca, Tx, Sterling Swift, 1974. \$5.00.
- Marriage, divorce and adoption laws. Binghamton, Gould. Looseleaf, annual supplements. \$6.50.

- Metz, Charles. Divorce and custody for men. N.Y., Doubleday, 1968.
- Most, Jack. Law for the non-lawyer. 4th ed. Los Angeles, University of Southern California, 1962. 218p.
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